

Head of School Job Description

Position: Head of School (L22 - 26)

Accounting to: The Local Governing Body/CEO

Main Purpose: To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its students and good standards of learning and achievement.

Main Tasks

Direction and development of the school

- Provide inspiring and purposeful leadership for the staff and students.
- To work in partnership with the Local Governing Body, staff and parents generating the ethos and value which will underpin the school.
- Produce and implement development plans which will secure continuous school improvement.
- Evaluate the performance of the school through self-evaluation and respond and report to the Local Governing Body/CEO as required.
- To ensure that management, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

Teaching and Learning

- Continue to maintain an environment that promotes student progress and secures outstanding effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met. Liaise with the Trust School Improvement Team to that end.
- Ensure that students develop study skills in order to learn more effectively and with increasing independence.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all students in the school through appropriate methods. Liaise with the Trust School Improvement Team to that end.
- Determine and implement policies which promote:
 - Positive strategies for developing good race relations and dealing with racial incidents.
 - Equality of access.
 - Positive strategies that prevent discrimination on the basis of ethnicity, gender, sexual orientation, religious or other beliefs.
- Determine and implement positive strategies and programmes which ensure good student behaviour and discipline and give support and clear guidance on exclusions.
- Continue to maintain an effective partnership with parents and the wider community to support and improve students' achievement and personal development.
- Promote extra-curricular activities in accordance with the educational aims of the school.
- Determine and ensure policies are developed and implemented encouraging all students to achieve their full potential.

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.

- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Services of teachers, including those of Headteacher.
- Participate in the arrangements made in accordance with the regulation for appraisal and threshold assessment, and to participate in the identification of areas in which the Head of School would benefit from further training and undergoing such training.
- Continue the development of good working relationships with The Trust governors, staff, students, parent/carers and the community.

Efficient and Effective Deployment of Staff and Resources

- Work with The Trust governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective management of the school buildings, their contents and the grounds. Liaise with the Trust Premises Manager to that end.
- Work with the CFO to ensure the effective allocation of funds and ensure compliant admin and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.

Accountability

- Work with the Trust, and CEO to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Trustees and Trust employees, governors, the Local Authority, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Work with the Trust School Improvement Team to ensure the CEO and Trustees are fully informed of standard and behavior. Provide appropriate data so that improvement is effective.
- Provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Local Governing Body/CEO.

Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Actions

The Head of school should ensure that:

- The policies and procedures adopted by the Local Governing Body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Head of School Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH) 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school for a minimum of five years. • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust and school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:	Next review date:
Line manager's signature:	Date:
Postholder's signature:	Date: